



DEPARTMENT OF VETERANS AFFAIRS
Deputy Assistant Secretary for Acquisition and Materiel Management
Washington DC 20420

IL 049-06-06
June 21, 2006

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliaries, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

ATTN: Heads of Contracting Activities; GS-1102 Contracting Series Employees; GS-1105 Purchasing Series Employees; VA Contracting Officers; and VA Contracting Officer's Technical Representatives (COTRs)

SUBJ: Contracting Officer's Technical Representative (COTR) Training

1. In 2005, the Office of Federal Procurement Policy (OFPP) issued Policy Letter 05-01, Developing and Managing the Acquisition Workforce. The policy letter establishes the government-wide framework for creating a federal acquisition workforce with the skills necessary to deliver best value supplies and services, find the best business solutions, and provide strategic business advice to accomplish agency missions. It consolidated OFPP policy on acquisition workforce development and rescinded OFPP Policy Letters 92-3 and 97-01.

2. OFPP Policy Letter 05-01 also established requirements for developing basic and refresher training for COTRs. The Chief Acquisition Officer shall establish agency continuous learning requirements for COTRs. The Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU) have a number of continuous learning resources to assist agencies in this effort, available at <http://www.fai.gov> and <http://www.dau.mil/>.

3. The Acquisition Training and Career Development Division, Office of Acquisition and Materiel Management, in conjunction with the Veterans Health Administration, has developed a COTR training course. This course resides on the Center for Acquisition and Materiel Management Education On-Line (CAMEO) (<http://www.vcampus.com/cameo>) and can be used for initial COTR training and refresher training (required every 2 years). Completion of either Track One or Track Two will meet the COTR training

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requirements of OFPP Policy Letter 05-01. Administrations and staff offices may require additional COTR training on specific contracts.

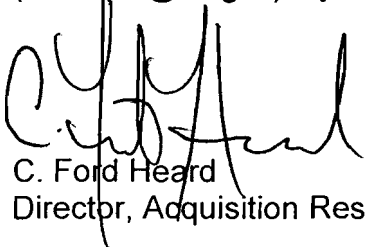
4. The course has two tracks. One is the Professional Clinical/Commodities track and the second is the Facilities and Engineering track. Each track is designed for the following:

- Track One: Doctors, nurses, physician's assistants, nurse practitioners, lab managers, administrative staff, etc., who oversee the following types of services or contracts: the clinical aspects of contract physicians and contracted caregivers, including their technical abilities and credentialing and their hours worked; medical procedures-based contracts; medical supply distribution contracts; medical supply or equipment contracts with service components, e.g., durable medical equipment contracts, home oxygen contracts; medically-related service maintenance contracts; and other medically-related service-type contracts.
- Track Two: Engineers on construction projects; facility engineers dealing with heating, ventilating, air conditioning, landscaping, and electrical contractors, etc.; and any employees who oversee non-medical service contractors (janitorial, security guard, and other similar service contractors).

5. This course is also available as classroom-based instruction. The Veterans Integrated Service Network (VISN) Chief Logistics Officers will be responsible for arranging classroom instruction for their VISNs. The facilitator guideline and all course documentation are accessible on CAMEO.

6. There are pre- and post-course tests with an 80 percent minimum passing grade on the post-course test. Upon successful completion of the online course, the student can print a course certificate for 16 Continuous Learning Points.

7. Please e-mail the Acquisition Training and Career Development Division (vaco95e@va.gov) if you have any questions or need more information.



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